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7 **BEFORE THE NATIONAL LABOR RELATIONS BOARD**

8 CHICAGO AND MIDWEST REGIONAL  
9 JOINT BOARD affiliated with WORKERS  
10 UNITED/SEIU,

Case 13-CA-122675

11 Charging Parties,

EMPLOYER'S REPLY IN SUPPORT OF  
PETITION TO REVOKE SUBPOENA  
DUCES TECUM

12 and

13 NANDORF, INC. d/b/a "UNIQUE THRIFT  
14 STORE",

15 Respondent.

16 Employer Nandorf, Inc. files the Declaration of Allen Orr in Support of Petition to  
17 Revoke Subpoena Duces Tecum as its reply to Region 13's Opposition to the Employer's  
18 Petition to Revoke Investigative Subpoena Duces Tecum.

19 DATED at Seattle, Washington the 8<sup>th</sup> day of May, 2014.  
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24 Mark R. Busto, WSBA # 13912  
25 Attorney for Defendant Nandorf, Inc.  
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7 **BEFORE THE NATIONAL LABOR RELATIONS BOARD**

8 CHICAGO AND MIDWEST REGIONAL  
9 JOINT BOARD affiliated with WORKERS  
10 UNITED/SEIU,

Case 13-CA-122675

11 Charging Parties,

DECLARATION OF ALLEN ORR IN  
SUPPORT OF PETITION TO REVOKE  
SUBPOENA DUCES TECUM

12 and

13 NANDORF, INC. d/b/a "UNIQUE THRIFT  
14 STORE",

15 Respondent.

16 I, Allen Orr Jr., declare as follows.

17 1. I am over the age of 18 and state the following from first-hand knowledge.

18 2. I am the principal shareholder of Orr Immigration Law Firm P.C. located at 1425  
19 K Street N.W., Suite 350, Washington DC 20005. I am a member of the Virginia and DC Bar.  
20 My practice involves U.S. corporate compliance as well as global corporate representation and  
21 assistance on immigration issues. Prior to starting Orr Immigration Law Firm P.C. I worked for  
22 over 12 years in the Employment Law Section of Baker and McKenzie LLP in the Global  
23 Employment and Immigration Group.

24 3. On March 13, 2011, Savers Inc. purchased Apogee Retail LLC, which operated  
25 18 retail thrift stores in the U.S. Information pertaining to the purchase is widely available on  
26 the Internet, including Savers' website.  
27

1           4.       On July 15, 2013, the Department of Homeland Security Investigations (HSI)  
2 notified Apogee that it was initiating an investigation of the I-9 documentation for Apogee's  
3 Minnesota operations. A redacted copy of the July 15, 2013 letter from HSI is attached as  
4 Exhibit 1.

5           5.       On October 28, 2013, the Department of Homeland Security sent Savers a Notice  
6 of Suspect Documents ("NSD"), which stated that its investigation revealed I-9 documents  
7 supplied by certain employees did not satisfy the work the eligibility requirements of the  
8 Immigration and Nationality Act. The letter threatened Savers with both civil and criminal  
9 penalties. A redacted copy of the NSD is attached as Exhibit 2.

10 **My Engagement By Savers**

11           6.       Savers retained me on November 3, 2013 in response to the NSD to defend it in  
12 the enforcement action and in anticipation of further enforcement activity and to evaluate  
13 potential litigation against third parties. A copy of my retention agreement is attached as Exhibit  
14 3, which I provided to Maria Guerrero, NLRB Board Agent, Region 13.

15           7.       My responsibilities in defense of Savers included performing an I-9 audit of all  
16 the Apogee stores purchased by Savers, as well as the stores purchased by Savers from Nandorf,  
17 Inc. I performed the audit of the Apogee stores in November and December 2013. My audit  
18 consisted of training, evaluating I-9 forms and onboarding procedures, and advising on  
19 compliance risk.

20           8.       In all, I audited the I-9s and related documents of employees in 18 Apogee stores,  
21 including management and administrative personnel. I provided the results of my audit to  
22 Apogee and Savers managers, who met with affected employees and gave them the opportunity  
23 to provide new documentation. Those who failed to supply satisfactory I-9 documents either  
24 quit their jobs or were otherwise terminated.

25           9.       The NLRB investigated an unfair labor practice charge similar to the one in this  
26 case involving Apogee's stores in the Washington D.C. area. I made myself available for an  
27 interview with the Board investigator in that case and explained the federal I-9 enforcement

1 action, my defense of Apogee and the audit of its stores. I understand that charge was dropped  
2 afterwards without the necessity of me giving a formal statement or producing my audit  
3 documents.

4 10. My engagement by Savers upon the issuance of the NSD also included an audit of  
5 Savers' 17 stores and work locations purchased from Nandorf Inc. in Illinois and Ohio. I  
6 intended to audit those stores in November and December, too, but I specifically held off my  
7 audit due to the union election at the Sheridan, Illinois store.

8 11. I began my audit of all Nandorf stores on January 7, 2014, after the December  
9 union election. The audit process was similar to the one we used for the Apogee stores:  
10 evaluating the number of I-9 forms against the active team member list, then evaluating I-9  
11 forms for completeness and quality.

12 12. Employees were divided into three groups: okay documents, suspect documents  
13 and fraudulent documents. After the company met with employees with suspect and fraudulent  
14 documents, 119 employees (including five managers) either voluntarily quit/abandoned their  
15 jobs, or were otherwise terminated.

16 13. Among these 119 employees were persons who worked at all of the 17 Nandorf  
17 stores and work locations, not just the Sheridan store. They included, among many others, the  
18 employees identified in the unfair labor practice charge in this case.

#### 19 **My Participation in the Investigation of This Case**

20 14. I communicated with Ms. Guerrero by email and by telephone on 3 occasions.  
21 Each time I was forthcoming with information and supplied her with the following documents:

- 22 • My November 11, 2013 engagement letter to Savers to make clear that I was  
23 retained to represent Savers in pending immigration matters;
- 24 • An email from Savers, dated January 7, 2014, providing me an employee list  
25 for the Chicago stores to indicate when my audit of the Nandorf stores began;

- An email to Savers from me listing all the Chicago-area stores I audited, with the audit results redacted, to show that my audit included *all* area stores, not just the Sheridan store; and
- A complete list of employees who I audited at the Sheridan store to demonstrate that the employees identified in the unfair labor practice charge were not singled out.

15. Every time I spoke with Ms. Guerrero, she seemed satisfied with the information I provided, so the Board's subpoena came as a great surprise to me. I offered to meet with the Board in Chicago. I also offered Ms. Guerrero the opportunity to take my affidavit in this case, but the Region did not ask me to provide one. Had the Board taken my affidavit or met with me, I would have provided all of the information contained in this Declaration and other requested information not subject to legal privilege or protection.

**The Subpoena Requests Are Overly Broad and the Documents Requested Are Irrelevant**

16. I understand that the issue in this matter is whether Nandorf terminated the named employees because of their union activities. The information I have already provided, *without more*, indicates that is not the case:

- Savers engaged me to initiate the audit in defense of a NSD in Minnesota;
- At no time did I have or receive any information about what employees were active in union organizing, either in the Washington D.C. or Chicago areas;
- My audit encompassed all Apogee stores and work locations and 17 Nandorf stores and work locations, not just the Sheridan, Illinois store;
- I specifically delayed auditing the Chicago-area stores until January to avoid the risk of this very claim, *i.e.*, the audit was for the purpose of winning the December union election;
- I audited all employees of Apogee and all employees of Nandorf;

- Savers lost many valued Apogee employees and 119 valued Nandorf employees, not just the 15 employees named in the Charge, due to the employees' inability to produce satisfactory I-9 documentation.

17. Paragraph 1: This paragraph requests purchase and sale documents and all addenda "to confirm the Employer's assertion that the I-9 audit was prompted immediately after the purchase of its new thrift stores." Opposition to Petition to Revoke Subpoena Duces Tecum ("Opposition"), p. 3. Savers *never* made that claim; it has stated that the audit was prompted by the I-9 enforcement action. So, this information, which includes confidential, proprietary information, is not relevant. Moreover, the date and nature of Savers' purchase of both Apogee and Nandorf is readily available on the Internet.

18. Paragraph 2: This paragraph requests a list of all employees and their employment applications, I-9 forms and documents, and W-4 forms for all Nandorf employees in Illinois and Ohio. According to the Region, "This evidence is directly relevant to the I-9 self-audit that the Employer claims to have conducted." *Id.* That is simply not true. I never received the employee's employment applications and W-4 forms and they had no bearing on the external audit performed by my firm. And, the I-9 forms and documents for all Nandorf employees, which contain extensive personal information, will tell the Board nothing about whether the 15 identified employees were singled out for discriminatory treatment. Surely the Board is not going to audit them to check my audit conclusions.

19. Paragraphs 7 and 10: These requests ask for a list of names of employees who provided new I-9 documents, and a list of employees who left employment because of the audit. The names of employees who stayed or left tell the Board nothing about alleged discrimination. *The only pertinent information is the scope and timing of the external audit, information that I have already provided and stand ready to explain further.*

### **The Subpoena Requests Documents That Are Protected Work Product**

20. It is undeniable that I was engaged by Savers in response to the NSD, *i.e.*, actual litigation with the threat of civil and criminal penalties. Under these circumstances, there can be

1 no question that my audit documents are work product and protected from disclosure. *See* cases  
2 cited in the Opposition, p. 8.

3 21. Nor did Savers waive the work product privilege by explaining to the Board that  
4 the employees at issue here were a very small part of an extensive external audit by Orr  
5 Immigration Law PC of stores across the East and Midwest. As I said previously, I have  
6 provided information that is not protected that demonstrates that the scope and timing of the  
7 audit had nothing to do with the union activities of a few employees.

8 22. Paragraph 5: This paragraph requests my audit documents and results. These  
9 documents are precisely what Savers asked me to generate and are clearly work product. So that  
10 there is no misunderstanding, Savers is still embroiled in litigation with Homeland Security and  
11 still faces the threat of civil and criminal penalties. Savers submitted further information in  
12 December to Homeland Security and has been waiting since that time for a response. Under  
13 these circumstances, it should not be difficult to understand why Savers objects to disclosure of  
14 my audit and the results of it.

15 23. Paragraph 6: This paragraph requests names of the employees in Illinois and  
16 Chicago who I determined submitted improper I-9 documentation. Like Paragraph 5, this  
17 request demands disclosure of the results of my audit, which is my work product.

18 24. Paragraph 8: I have already produced a document indicating when I began my  
19 audit of Nandorf's Chicago-area stores. Additional documents are protected work product and  
20 not relevant to a question arising out of the Sheridan store. That said, I will make myself  
21 available for an affidavit and will provide additional information on timing at that time.

22 25. Paragraphs 3, 4 and 9: Savers' Petition to Revoke offered to provide documents  
23 responsive to these paragraphs. I have attached as Exhibit 2 the NSD (paragraph 3). Attached as  
24 Exhibit 4 is a list of stores operated by Nandorf in Illinois and Ohio subject to my audit  
25 (paragraph 4). Attached as Exhibit 5 is the List of Acceptable Documents given to employees  
26 who met with Savers representatives (paragraph 9).

26. In sum, the Region has sufficient information to reach the obvious conclusion that the 15 employees named in the Charge were not singled out for termination because of their protected activities, whatever they were. I am available to provide more information regarding the essential matters before the Board, *i.e.*, the timing and scope of my audit. In light of this proof and offer, the Board should *not* condone the Region's fishing expedition, invade Savers work product protection or enforce the subpoena.

I swear under the penalty of perjury under the laws of the United States that the foregoing is true and correct.

Dated this 8 day of May, 2014 in Minnesota

Allen Orr



## **Exhibit 1**

*Homeland Security Investigations  
Special Agent in Charge St. Paul*

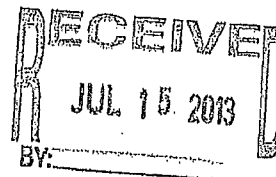
2901 Metro Drive, Suite #100  
Bloomington, MN 55425



**Homeland  
Security**

July 15, 2013

Unique Thrift Store  
3080 Centerville Rd.  
Little Canada, MN 55117



Dear Sir/Madam:

Unique Thrift Store has been selected for an I-9 inspection by Homeland Security Investigations (HSI). Attached to this letter is a Notice of Inspection, Immigration Enforcement Subpoena, and Handbook for Employers.

Please provide Unique Thrift Store's original I-9 forms to our office, located at 330 2nd Avenue South, Suite 395, Minneapolis, MN 55401, by 3:00 pm, July 18, 2013, including photocopies taken of documents presented in order to fulfill the employment requirements. For former employees, include the original I-9 forms as outlined in the Employer Handbook: I-9's must be retained for "three years after the date of employment begins or one year after the date the person's employment is terminated, whichever is later." If you wish to waive the three day notice as entitled by regulation, and provide the I-9 forms and additional documentation today, please annotate and sign the bottom of the Notice of Inspection.

As noted in the Immigration Enforcement Subpoena, also provide the required information to the same address noted above by July 18, 2013.

If you have any questions regarding this request, or if the scheduled time is inconvenient, you may contact [REDACTED]. All documentation submissions should be sent to [REDACTED] attention. Also included with this letter is a copy of the new Handbook for Employers. Additional copies may be found at: [www.uscis.gov](http://www.uscis.gov).

Sincerely,

[REDACTED]

Supervisory Special Agent

Enclosures

[www.ice.gov](http://www.ice.gov)

The purpose of this review is to assess your compliance with the provisions of the law. HSI will make every effort to conduct the review of records in a timely manner so as not to impede your normal business routine. For more information on the Form I-9 inspection process please visit <http://www.ice.gov/news/library/factsheets/i9-inspection.htm>.

Sincerely,

  
Supervisory Special Agent

**Waiver of the Three-Day Period**

I wish to waive the three day notice to which I am entitled by regulation.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Certificate of Service**

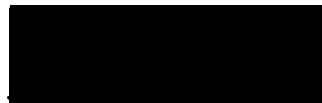
This Notice of Inspection was served upon the employer by me on 7/12/13, in the following manner: (Date)

☐

In person

☒

By certified mail, return receipt requested



(Signature of Agent/Auditor)

\_\_\_\_\_  
(Signature of Employer if personally served)

|   |  |
|---|--|
| 1. To (Name, Address, City, State, Zip Code)<br><br>Unique Thrift Store<br>3080 Centerville Rd.<br>Little Canada, MN 55117  | DEPARTMENT OF HOMELAND SECURITY<br><br><b>IMMIGRATION ENFORCEMENT<br/>SUBPOENA</b><br>to Appear and/or Produce Records<br>8 U.S.C. § 1225(d), 8 C.F.R. § 287.4 |
| Subpoena Number<br>2013-I-173   |  |
| 2. In Reference To<br><br>[REDACTED]<br><div style="display: flex; justify-content: space-between;"><span>(Title of Proceeding)</span><span>(File Number, if Applicable)</span></div> |  |

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

- (A) ☐ **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.
- (B) ☒ **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

|  |   |
|--|---|
| 3. (A) CBP, ICE or USCIS Official before whom you are required to appear<br><br>Name [REDACTED]<br><br>Title [REDACTED]<br><br>Address 330 2nd Avenue South, Suite 395<br>Minneapolis, MN 55401<br><br>Telephone Number [REDACTED] | (B) Date 07/18/2013<br><br><br><br>(C) Time 3:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m. |
| 4. Records required to be produced for inspection<br>See Attachment to Immigration Enforcement Subpoena.   |   |



If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

|  |
|--|
| 5. Authorized Official [REDACTED]<br><br>[REDACTED]<br>(Signature)<br><br>[REDACTED]<br>(Printed Name)<br>Assistant Special Agent in Charge<br>(Title)<br><b>JUN 27 2013</b><br>(Date) |
|--|



# Homeland Security

## ATTACHMENT TO IMMIGRATION ENFORCEMENT SUBPOENA

In order to aid the inspection process, provide the following additional information:

- Photocopies taken of documents presented in order to fulfill the employment requirements (documents used to complete the Form I-9, if applicable);
- A list of all current and former employees with hire and termination dates (for former employees provide information for those employees terminated within three years of the date of this letter);
- Payroll information, including name, social security number, wages, and hours worked for all employees dating back three years from the date of this letter. If possible, provide this information in electronic format (either Microsoft Access or Microsoft Excel);
- For each current employee, provide the physical work location, including address, street, and city;
- Copies of Unique Thrift Store's quarterly tax statements (IRS Form 941) for the past three years;
- Any and all photocopies of Social Security Administration (SSA) Employer Correction Requests received after January 1, 2005;
- Any and all photocopies of SSA Request for Employee Information letters received after January 1, 2005;
- A list of any and all federal contracts that Unique Thrift Store has, including the agency name and address of the location(s);
- A list of any and all subcontractors or temporary employment agencies used by Unique Thrift Store, including the company name and address;
- A list of Unique Thrift Store's parent company and/or subsidiaries (including the address of each location – if applicable);
- A list of Unique Thrift Store's owner(s), agents, stakeholders, shareholders, and/or executives;
- A copy of Unique Thrift Store's Articles of Incorporation (or equivalent); and
- Unique Thrift Store's Tax Identification number.

Please also indicate whether or not your company has signed up for E-Verify or the Social Security Number Verification Service. If so, please provide a copy of the signed Memorandum of Understanding.

## **Exhibit 2**

*Homeland Security Investigations  
Special Agent in Charge St. Paul*

2901 Metro Drive Suite 100  
Bloomington, MN 55425



**Homeland  
Security**

## **NOTICE OF SUSPECT DOCUMENTS**

October 28, 2013

Apogee Retail d/b/a Unique Thrift Store  
Attn: Theresa Moss  
11400 SE 6<sup>th</sup> St., Ste 220  
Bellevue, WA 98004

Dear Ms. Moss:

On July 15, 2013, Special Agents of U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) conducted an inspection of Unique Thrift Store to determine compliance with Section 274A of the Immigration and Nationality Act (INA). During that inspection, the requirements of the law were discussed and Forms I-9 were inspected.

This letter is to inform you that, according to the records checked by HSI, the following individuals appear, at the present time, not to be authorized to work in the United States. The documents submitted to you were found to pertain to other individuals, or there was no record of the alien registration numbers being issued, or the documents pertain to the individuals, but the individuals are not employment authorized or their employment authorization has expired. Accordingly, the documentation previously provided to you for these employees does not satisfy the Form I-9 employment eligibility verification requirements of the INA.

Unless the attached employees presents valid identification and employment eligibility documentation acceptable for completing the Form I-9, other than the documentation previously submitted to you, they are considered by HSI to be unauthorized to work in the United States. Continued employment of these individuals who are not authorized to work in the United States may result in civil penalties ranging from \$375 to \$3,200 per unauthorized alien for a first violation. Higher penalties can be imposed for a second or subsequent violation. Further, criminal charges may be brought against any person or entity which engages in a pattern or practice of knowingly hiring or continuing to employ unauthorized aliens. This is a very serious matter that requires your immediate attention.

Section 274A(2) of the Immigration and Nationality Act (INA) makes it unlawful for a person or other entity, after hiring an alien for employment, to continue to employ the alien knowing that the alien is, or has become, unauthorized for employment. By regulation, knowingly includes not only actual knowledge, but also knowledge which may be fairly inferred through a notice of certain facts and

circumstances that would lead a person, through the exercise of reasonable care, to know about an individual's unlawful employment status.

Once HSI notifies an employer that an employee may have presented documents that appear to be suspect or invalid as proof of employment eligibility, it is incumbent on the employer to take reasonable actions to verify the employment eligibility of the employee. Verification of employment eligibility must be conducted in the time reasonably necessary to determine the employment eligibility status of the individual concerned. The law does not allow for any period of continued employment of an unlawful employee, nor authorize any delay in the verification of the employment status of an employee for the purpose of replacing terminated employees.

HSI presumes that employers who, within 10 business days of receiving a Notice of Suspect Documents letter, verify the work authorization of suspect employees or take other appropriate actions to resolve the apparent employment of unauthorized workers to have demonstrated reasonable care under the INA. In all other cases, reasonable care will depend upon the specific facts present and how the facts affect an employer's ability to verify the status of suspect employees. An employer who fails to exercise reasonable care in verifying an employee's work authorization after being issued a Notice of Suspect Documents letter may be subject to civil penalties under the INA.

In the event that you, or an employee challenges the finding of suspect documents, you should contact Auditor [REDACTED] at [REDACTED]. HSI will verify the documents presented and notify you of our findings by a Confirmation of Notice of Inspection Results or Change to Notice of Inspection Results letter. During the pendency of the verification, the employer should not terminate the employment of the individual.

If you have any other questions, please call the HSI contact noted above.

Sincerely,

[REDACTED]

Supervisory Special Agent



## **Exhibit 3**



Orr Immigration Law Firm PC

1425 K Street NW Suite 350

Washington, DC 20005

Tel: +1 202-587-5738

November 8, 2013

Via Email: [kalterman@savers.com](mailto:kalterman@savers.com)

Ken Alterman

President and CEO

Savers Inc.

RE: *Engagement letter between Orr Immigration Law Firm PC and Savers Inc.*

Thank you for selecting Orr Immigration Law Firm PC to represent Savers Inc. ("Savers") with your immigration issues. This letter will confirm our recent discussion regarding the scope and terms of this engagement.

I have agreed to represent you with your immigration matters. I personally will supervise your cases. You have agreed to pay for our services based on the time we spend working on the case. My current hourly preferred client rate is [REDACTED] for legal research and immigration strategies. Legal assistants, who will be utilized where appropriate to avoid unnecessary attorney fees, currently are charged at [REDACTED] per hour for hourly work for legal research. These rates are subject to change once a year, usually in December. Generally, you will be billed for all time spent on your matter, including telephone calls. On occasion, time may be written off before a statement is sent because we feel there has been some degree of inefficiency in the work, or for other reasons.

We will forward billing statements monthly. They will contain a description of services, including the date, the person rendering the service, the amount of time involved, and a description of the task accomplished for hourly research. Monthly statements also will itemize monies we have advanced on your behalf, such as telephone long distance, fees and photocopies.

This agreement creates an attorney-client confidentiality relationship between Savers and Orr Immigration. Orr Immigration will not share confidential information with anyone unless expressly instructed. The scope of our representation is limited to general advice Immigration regulations and Law.

My objectives are to provide you with excellent legal services and to protect your interests in the event of my unexpected death, disability, impairment, or incapacity. To accomplish this, I have arranged with another lawyer to assist with closing my practice in the event of my death, disability, impairment, or incapacity. In such event, my office staff will contact you and provide you with information about how to proceed.

You may terminate this agreement, with or without cause, upon written notice to us at any time.  
Termination shall not affect your obligation to pay for legal services rendered to the date of termination.

If this agreement meets with your approval, kindly sign where indicated and return same to my office. By signing the letter, you are indicating your understanding and acceptance of this agreement

Sincerely,  
Allen Orr Jr. Esq.

Agreed:

Signature:



Date:

11/11/13

Ken Alterman

President and CEO

Savers Inc.

## **Exhibit 4**

| Location        |
|-----------------|
| 8001 Diversey   |
| 8002 Sheridan   |
| 8003 Joliet     |
| 8004 Kedzie     |
| 8005 Dolton     |
| 8006 Canterbury |
| 8007 Elston     |
| 8008 Halsted    |
| 8009 Howard     |
| 8010 Bricktown  |
| 8011 Ashland    |
| 8012 Archer     |
| 8014 Lorain     |
| 8015 Willowick  |

## **Exhibit 5**



# Instructions for Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No. 1615-0047

Expires 03/31/2016

**Read all instructions carefully before completing this form.**

**Anti-Discrimination Notice.** It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit [www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc).

## What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

## General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

## Section 1. Employee Information and Attestation

Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

**Name:** Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

**Other names used:** Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

**Address:** Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address in this field.

**Date of Birth:** Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

**U.S. Social Security Number:** Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

**E-mail Address and Telephone Number (Optional):** You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.

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All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form:

**1. A citizen of the United States**

**2. A noncitizen national of the United States:** Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

**3. A lawful permanent resident:** A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you check this box, write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.

**4. An alien authorized to work:** If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box.

If you check this box:

a. Record the date that your employment authorization expires, if any. Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may write "N/A" on this line.

b. Next, enter your Alien Registration Number (A-Number)/USCIS Number. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. If you have not received an A-Number/USCIS Number, record your Admission Number. You can find your Admission Number on Form I-94, "Arrival-Departure Record," or as directed by USCIS or U.S. Customs and Border Protection (CBP).

(1) If you obtained your admission number from CBP in connection with your arrival in the United States, then also record information about the foreign passport you used to enter the United States (number and country of issuance).

(2) If you obtained your admission number from USCIS *within the United States*, or you entered the United States without a foreign passport, you must write "N/A" in the Foreign Passport Number and Country of Issuance fields.

Sign your name in the "Signature of Employee" block and record the date you completed and signed Section 1. By signing and dating this form, you attest that the citizenship or immigration status you selected is correct and that you are aware that you may be imprisoned and/or fined for making false statements or using false documentation when completing this form. To fully complete this form, you must present to your employer documentation that establishes your identity and employment authorization. Choose which documents to present from the Lists of Acceptable Documents, found on the last page of this form. You must present this documentation no later than the third day after beginning employment, although you may present the required documentation before this date.

**Preparer and/or Translator Certification**

The Preparer and/or Translator Certification must be completed if the employee requires assistance to complete Section 1 (e.g., the employee needs the instructions or responses translated, someone other than the employee fills out the information blocks, or someone with disabilities needs additional assistance). The employee must still sign Section 1.

**Minors and Certain Employees with Disabilities (Special Placement)**

Parents or legal guardians assisting minors (individuals under 18) and certain employees with disabilities should review the guidelines in the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* on [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central) before completing Section 1. These individuals have special procedures for establishing identity if they cannot present an identity document for Form I-9. The special procedures include (1) the parent or legal guardian filling out Section 1 and writing "minor under age 18" or "special placement," whichever applies, in the employee signature block; and (2) the employer writing "minor under age 18" or "special placement" under List B in Section 2.



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## Section 2. Employer or Authorized Representative Review and Verification

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Before completing Section 2, employers must ensure that Section 1 is completed properly and on time. Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.

Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, the employer must complete Section 2 by Thursday of that week. However, if an employer hires an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment. An employer may complete Form I-9 before the first day of employment if the employer has offered the individual a job and the individual has accepted.

Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents, found on the last page of Form I-9, to establish identity and employment authorization. Employees must present one selection from List A **OR** a combination of one selection from List B and one selection from List C. List A contains documents that show both identity and employment authorization. Some List A documents are combination documents. The employee must present combination documents together to be considered a List A document. For example, a foreign passport and a Form I-94 containing an endorsement of the alien's nonimmigrant status must be presented together to be considered a List A document. List B contains documents that show identity only, and List C contains documents that show employment authorization only. If an employee presents a List A document, he or she should **not** present a List B and List C document, and vice versa. If an employer participates in E-Verify, the List B document must include a photograph.

In the field below the Section 2 introduction, employers must enter the last name, first name and middle initial, if any, that the employee entered in Section 1. This will help to identify the pages of the form should they get separated.

Employers or their authorized representative must:

1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.
2. Record the document title shown on the Lists of Acceptable Documents, issuing authority, document number and expiration date (if any) from the original document(s) the employee presents. You may write "N/A" in any unused fields.

If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter in Section 2:

- a. The student's Form I-20 or DS-2019 number (Student and Exchange Visitor Information System-SEVIS Number); **and** the program end date from Form I-20 or DS-2019.
3. Under Certification, enter the employee's first day of employment. Temporary staffing agencies may enter the first day the employee was placed in a job pool. Recruiters and recruiters for a fee do not enter the employee's first day of employment.
  4. Provide the name and title of the person completing Section 2 in the Signature of Employer or Authorized Representative field.
  5. Sign and date the attestation on the date Section 2 is completed.
  6. Record the employer's business name and address.
  7. Return the employee's documentation.

Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they should be made for **ALL** new hires or reverifications. Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or other federal government agency. Employers must always complete Section 2 even if they photocopy an employee's document(s). Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. Employers are still responsible for completing and retaining Form I-9.

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## Unexpired Documents

Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status. Refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* or I-9 Central ([www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)) for examples.

## Receipts

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employers cannot accept receipts if employment will last less than 3 days. Receipts are acceptable when completing Form I-9 for a new hire or when reverification is required.

Employees must present receipts within 3 business days of their first day of employment, or in the case of reverification, by the date that reverification is required, and must present valid replacement documents within the time frames described below.

There are three types of acceptable receipts:

1. A receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the actual document within 90 days from the date of hire.
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. The employee must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of issue.
3. The departure portion of Form I-94/I-94A with a refugee admission stamp. The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.

When the employee provides an acceptable receipt, the employer should:

1. Record the document title in Section 2 under the sections titled List A, List B, or List C, as applicable.
2. Write the word "receipt" and its document number in the "Document Number" field. Record the last day that the receipt is valid in the "Expiration Date" field.

By the end of the receipt validity period, the employer should:

1. Cross out the word "receipt" and any accompanying document number and expiration date.
2. Record the number and other required document information from the actual document presented.
3. Initial and date the change.

See the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* at [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central) for more information on receipts.

## Section 3. Reverification and Rehires

Employers or their authorized representatives should complete Section 3 when reverifying that an employee is authorized to work. When rehiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the name change in Block A.

For employees who provide an employment authorization expiration date in Section 1, employers must reverify employment authorization on or before the date provided.

Some employees may write "N/A" in the space provided for the expiration date in Section 1 if they are aliens whose employment authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau). Reverification does not apply for such employees unless they chose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

Reverification applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires. However, employers should not reverify:

1. U.S. citizens and noncitizen nationals; or
2. Lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2.

Reverification does not apply to List B documents.

If both Section 1 and Section 2 indicate expiration dates triggering the reverification requirement, the employer should reverify by the earlier date.

For reverification, an employee must present unexpired documentation from either List A or List C showing he or she is still authorized to work. Employers CANNOT require the employee to present a particular document from List A or List C. The employee may choose which document to present.

To complete Section 3, employers should follow these instructions:

1. Complete Block A if an employee's name has changed at the time you complete Section 3.
2. Complete Block B with the date of rehire if you rehire an employee within 3 years of the date this form was originally completed, and the employee is still authorized to be employed on the same basis as previously indicated on this form. Also complete the "Signature of Employer or Authorized Representative" block.
3. Complete Block C if:
  - a. The employment authorization or employment authorization document of a current employee is about to expire and requires reverification; or
  - b. You rehire an employee within 3 years of the date this form was originally completed and his or her employment authorization or employment authorization document has expired. (Complete Block B for this employee as well.)

To complete Block C:

- a. Examine either a List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
  - b. Record the document title, document number, and expiration date (if any).
4. After completing block A, B or C, complete the "Signature of Employer or Authorized Representative" block, including the date.

For reverification purposes, employers may either complete Section 3 of a new Form I-9 or Section 3 of the previously completed Form I-9. Any new pages of Form I-9 completed during reverification must be attached to the employee's original Form I-9. If you choose to complete Section 3 of a new Form I-9, you may attach just the page containing Section 3, with the employee's name entered at the top of the page, to the employee's original Form I-9. If there is a more current version of Form I-9 at the time of reverification, you must complete Section 3 of that version of the form.

### What Is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the "**USCIS Privacy Act Statement**" below.

### USCIS Forms and Information

For more detailed information about completing Form I-9, employers and employees should refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)*.

You can also obtain information about Form I-9 from the USCIS Web site at [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central), by e-mailing USCIS at [I-9Central@dhs.gov](mailto:I-9Central@dhs.gov), or by calling 1-888-464-4218. For TDD (hearing impaired), call 1-877-875-6028.

To obtain USCIS forms or the *Handbook for Employers*, you can download them from the USCIS Web site at [www.uscis.gov/forms](http://www.uscis.gov/forms). You may order USCIS forms by calling our toll-free number at 1-800-870-3676. You may also obtain forms and information by contacting the USCIS National Customer Service Center at 1-800-375-5283. For TDD (hearing impaired), call 1-800-767-1833.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from the USCIS Web site at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify), by e-mailing USCIS at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or by calling 1-888-464-4218. For TDD (hearing impaired), call 1-877-875-6028.

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling 1-888-897-7781. For TDD (hearing impaired), call 1-877-875-6028.

### Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided all sides are copied. The instructions and Lists of Acceptable Documents must be available to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer. Employers are required to retain the pages of the form on which the employee and employer enter data. If copies of documentation presented by the employee are made, those copies must also be kept with the form. Once the individual's employment ends, the employer must retain this form for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.

Form I-9 may be signed and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

### USCIS Privacy Act Statement

**AUTHORITIES:** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).

**PURPOSE:** This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

**DISCLOSURE:** Submission of the information required in this form is voluntary. However, failure of the employer to ensure proper completion of this form for each employee may result in the imposition of civil or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

**ROUTINE USES:** This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer will keep this form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

### Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9

OMB No. 1615-0047  
Expires 03/31/2016

► **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

|  |   |                         |              |                |                           |
|--|---|-------------------------|--------------|----------------|---------------------------|
| <b>Section 1. Employee Information and Attestation</b> (Employees must complete and sign Section 1 of Form I-9 no later than the <b>first day of employment</b> , but not before accepting a job offer.) |   |                         |              |                |                           |
| Last Name (Family Name)  |   | First Name (Given Name) |              | Middle Initial | Other Names Used (if any) |
| Address (Street Number and Name)   |   | Apt. Number             | City or Town | State          | Zip Code                  |
| Date of Birth (mm/dd/yyyy)   | U.S. Social Security Number<br>[ ][ ]-[ ][ ]-[ ][ ][ ][ ] | E-mail Address          |              |                | Telephone Number          |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States (See instructions)
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) \_\_\_\_\_. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

3-D Barcode  
Do Not Write in This Space

|                        |                    |
|------------------------|--------------------|
| Signature of Employee: | Date (mm/dd/yyyy): |
|------------------------|--------------------|

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

|                                      |              |                         |          |
|--------------------------------------|--------------|-------------------------|----------|
| Signature of Preparer or Translator: |              | Date (mm/dd/yyyy):      |          |
| Last Name (Family Name)              |              | First Name (Given Name) |          |
| Address (Street Number and Name)     | City or Town | State                   | Zip Code |



**Employer Completes Next Page**



## Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

| List A<br>Identity and Employment Authorization | OR | List B<br>Identity                                    | AND | List C<br>Employment Authorization    |
|---|----|---|-----|---------------------------------------|
| Document Title:                                 |    | Document Title:                                       |     | Document Title:                       |
| Issuing Authority:                              |    | Issuing Authority:                                    |     | Issuing Authority:                    |
| Document Number:                                |    | Document Number:                                      |     | Document Number:                      |
| Expiration Date (if any)(mm/dd/yyyy):           |    | Expiration Date (if any)(mm/dd/yyyy):                 |     | Expiration Date (if any)(mm/dd/yyyy): |
| Document Title:                                 |    | <div>3-D Barcode<br/>Do Not Write in This Space</div> |     |                                       |
| Issuing Authority:                              |    |   |     |                                       |
| Document Number:                                |    |   |     |                                       |
| Expiration Date (if any)(mm/dd/yyyy):           |    |   |     |                                       |
| Document Title:                                 |    |   |     |                                       |
| Issuing Authority:                              |    |   |     |                                       |
| Document Number:                                |    |   |     |                                       |
| Expiration Date (if any)(mm/dd/yyyy):           |    |   |     |                                       |

## Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions.)

|  |                         |  |          |
|--|-------------------------|--|----------|
| Signature of Employer or Authorized Representative                   | Date (mm/dd/yyyy)       | Title of Employer or Authorized Representative |          |
| Last Name (Family Name)  | First Name (Given Name) | Employer's Business or Organization Name       |          |
| Employer's Business or Organization Address (Street Number and Name) | City or Town            | State  | Zip Code |

## Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

|  |   |
|--|---|
| A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial | B. Date of Rehire (if applicable) (mm/dd/yyyy): |
|--|---|

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

|                 |                  |                                       |
|-----------------|------------------|---------------------------------------|
| Document Title: | Document Number: | Expiration Date (if any)(mm/dd/yyyy): |
|-----------------|------------------|---------------------------------------|

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

|   |                    |  |
|---|--------------------|--|
| Signature of Employer or Authorized Representative: | Date (mm/dd/yyyy): | Print Name of Employer or Authorized Representative: |
|---|--------------------|--|

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

| LIST A  | OR | LIST B  | AND | LIST C  |
|---|----|---|-----|---|
| Documents that Establish Both Identity and Employment Authorization   |    | Documents that Establish Identity   |     | Documents that Establish Employment Authorization   |
| 1. U.S. Passport or U.S. Passport Card  |    | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |     | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  |    | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                |     | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545)  |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa  |    | 3. School ID card with a photograph   |     | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350)  |
| 4. Employment Authorization Document that contains a photograph (Form I-766)  |    | 4. Voter's registration card  |     | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal   |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<br><br>a. Foreign passport; and<br><br>b. Form I-94 or Form I-94A that has the following:<br><br>(1) The same name as the passport; and<br><br>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. |    | 5. U.S. Military card or draft record   |     | 5. Native American tribal document  |
|   |    | 6. Military dependent's ID card   |     | 6. U.S. Citizen ID Card (Form I-197)  |
|   |    | 7. U.S. Coast Guard Merchant Mariner Card   |     | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)  |
|   |    | 8. Native American tribal document  |     | 8. Employment authorization document issued by the Department of Homeland Security  |
|   |    | For persons under age 18 who are unable to present a document listed above:   |     |   |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI   |    | 10. School record or report card  |     |   |
|   |    | 11. Clinic, doctor, or hospital record  |     |   |
|   |    | 12. Day-care or nursery school record   |     |   |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

1  
2  
3  
4  
5  
6  
7 **BEFORE THE NATIONAL LABOR RELATIONS BOARD**

8 CHICAGO AND MIDWEST REGIONAL  
9 JOINT BOARD affiliated with WORKERS  
UNITED/SEIU,

Case No. 13-CA-122675

CERTIFICATE OF SERVICE

10 Charging Parties,

11 and

12 NANDORF, INC. d/b/a "UNIQUE THRIFT  
13 STORE",

14 Respondent.

15 I, April L. Jendresen, certify under penalty of perjury under the laws of the United States  
16 that, on May 8, 2014, I served Nandorf Inc.'s Reply in Support of its Petition to Revoke  
17 Subpoena Duces Tecum to the parties listed below in the manner shown:

|                                   |                                     |                       |
|-----------------------------------|-------------------------------------|-----------------------|
| 18 Mr. Gary Shinnors              | <input checked="" type="checkbox"/> | By NLRB E-Filing      |
| Executive Secretary               | <input type="checkbox"/>            | By United States Mail |
| 19 National Labor Relations Board | <input type="checkbox"/>            | By Legal Messenger    |
| 1099 14 <sup>th</sup> Street NW   | <input type="checkbox"/>            | By Facsimile          |
| 20 Washington, D.C. 20570-0001    | <input type="checkbox"/>            | Via Electronic Mail   |

|   |                                     |                       |
|---|-------------------------------------|-----------------------|
| 21 Maria G. Guerrero                      | <input type="checkbox"/>            | By NLRB E-Filing      |
| 22 Field Examiner                         | <input type="checkbox"/>            | By United States Mail |
| National Labor Relations Board, Region 13 | <input type="checkbox"/>            | By Legal Messenger    |
| 23 209 S. La Salle St., Ste 900           | <input type="checkbox"/>            | By Facsimile          |
| Chicago, Il 60604-1443                    | <input checked="" type="checkbox"/> | By Electronic Mail    |
| 24 <u>Maria.Guerrero@nlrb.gov</u>         |                                     |                       |



1  
2 Mr. Steve Ridley  
3 Chicago and Midwest Regional Joint Board,  
4 Workers United/SEIU  
5 333 S Ashland Ave  
6 Chicago, IL 60607-2703  
7 sridley@cmrjb.org

[ ] By NLRB E-Filing  
[ ] By United States Mail  
[ ] By Legal Messenger  
[ ] By Facsimile  
[X] By Electronic Mail

8 DATED this 8<sup>th</sup> day of May, 2014.

9   
10 April L. Jendresen